**SAMPLE Science Festival Agenda (6:30 p.m. - 8:15 p.m. Event)**

|  |  |  |
| --- | --- | --- |
| **TIME** | **ACTIVITY** | **WHO** |
| Morning | Pick Up Balloons, Prizes and Decorations | PTA Volunteer |
|  |  |  |
| **3:15 PM** | **Set Up** | **2-3 PTA Volunteers** |
| 4:30 | Bayer Support Team Arrive (If applicable) | PTA President/Science Festival Lead |
|  | PTA Volunteers Arrive |  |
|  | Continue Set Up | All |
| 5:45 | Set Up Food | 2 PTA Volunteers  |
|  |  |  |
| **5:45** | **All Volunteers Arrive** | **PTA President/Science Festival Lead (greet and welcome volunteers)** |
|  | Volunteers Eat |  |
| 6:00 | Volunteer Training | Science Festival Lead & Bayer Support |
|  |  |  |
| **6:30**  | **Doors Open (Earlier if Needed)** | **PTA President/Science Festival Lead** |
|  | Check-In Begins | 2-3 PTA Volunteers |
|  | Food Service Begins | 2-3 PTA Volunteers |
|  |  |  |
| **6:40** | **Welcome Announcements** | **PTA President/Science Festival Lead, Bayer** |
| 6:50 | Experiments Begin! | All |
|  | Rotations |  |
|  | Food Service Ongoing |  |
| 7:30 | Reminder Announcements | PTA President/Science Festival Lead |
|  |  |  |
| **7:50** | **Door Prize Drawings Begin** | **PTA President/Science Festival Lead** |
|  | Volunteer Drawing |  |
|  | Adult Drawing |  |
|  | Student Drawing |  |
|  |  |  |
| **8:10** | **Thank You and Wrap Up** | **PTA President/Science Festival Lead** |
|  |  |  |
| **8:15** | **Clean Up** | **All available**  |